

**Department of Development Services – West Region
JOB OPPORTUNITY
SECRETARY 2**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Current Exam List

Position: Secretary 2

Location: Rowland Government Center - Waterbury

Job Posting No: 018422

Hours: 1st Shift ~ Monday – Friday 8:00am – 4:30pm, RDO's Saturday, Sunday. (80hrs.)

Salary: \$1,638.13/bi-weekly

Closing Date: August 20, 2012

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Duties consistent with the Secretary 2 job classification. This position will be assigned to the Health Service Director. Responsible for a full range of secretarial duties included but not limited to formulating correspondence to assist in responding to medication sanction request, disseminate agendas prior to all associated meetings, record and distribute minutes, compile documents for Regional Mortality Review (RMR) and IMRB Cases, coordination, tracking and follow up for Program Review Committee, assist in interagency collaborative for obtaining and sharing information, compile quarterly and year-end reports for DDS and Private Providers, provide monthly reports on active Do Not Resuscitate (DNR's) in the region, design and recommend forms, procedures and office systems; research, develop and assemble information from a variety of sources for special events. Performs other related duties.

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

**Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 860-622-4951
Belinda.Weaver@ct.gov**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.